

Career Assistance Program (CAP) Glossary

DWD Issuance 25-2008

ACRONYMS	
ABE	Adult Basic Education
ADA	Americans with Disabilities Act
AEL	Adult Education and Literacy
AFDC	Aid to Families with Dependent Children
AO	Alternative Opportunities
AWEP	Alternative Work Experience Program
CAA	Community Action Agency
CAP	Career Assistance Program
CM	Case Manager
CP	Custodial Parent
CSE	Child Support Enforcement
CWEP	Community Work Experience Program
DCN	Departmental Client Number
DED	Department of Economic Development
DESE	Department of Elementary and Secondary Education
DFS	Division of Family Services (Now referred to as Family Support Division (FSD))
DOB	Date of Birth
DSS	Department of Social Services
DVOP	Disabled Veteran Outreach Program
DWD	Division of Workforce Development
EBT	Electronic Benefit Transfer
EIC	Earned Income Tax Credit
ESL	English as a Second Language (Now referred to as Limited English Proficiency (LEP))
FAMIS	Family Assistance Maintenance Information System
FEC	Full Employment Council

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ACRONYMS	
FEIN	Federal Employer Identification Number
FSD	Family Support Division (Formerly DFS)
FLSA	Fair Labor Standards Act
FY	Fiscal Year
GED	General Educational Development
HHS	Department of Health and Human Services
HUD	Department of Housing and Urban Development (Federal)
IEP	Individual Employment Plan
IV-D Agency	Child Support Enforcement Section of the Family Support Division
LEP	Limited English Proficiency
LMI	Labor Market Information
LMI	Low-to-moderate income
LVER	Local Veteran Employment Representative
LWIA	Local Workforce Investment Area
LWIB	Local Workforce Investment Board
MERIC	Missouri Economic Research and Information Center
MERS	Metropolitan Employment and Rehabilitation Services
METP	Missouri Employment and Training Program
NCP	Non-Custodial Parent
NPCR	Non-Parent Caretaker Relative
O*NET	Automated Replacement for the Dictionary of Occupational Titles
OASDI	Old Age, Survivors, and Disability Insurance
OJT	On-the-Job Training
PIN	Pemiscot County Initiative Network
PFS	Parents Fair Share Program
PY	Program Year

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ACRONYMS	
SAR	Staff Assisted Record
SHARE	Sharing How Access to Resources Empowers
SLATE	St. Louis Agency on Training and Employment
SNAP	Share Network Access Point
SSA	Social Security Administration
SSI	Supplemental Security Income
SSN	Social Security Number
SME	Subject Matter Expert
SWA	State Workforce Agencies
TA	Temporary Assistance
TA	Trade Act
TA	Technical Assistance
TAA	Trade Adjustment Assistance
TABE	Test of Adult Basic Education
TANF	Temporary Assistance for Needy Families
TB2	Toolbox 2.0
TEAM	Training and Employment Administrators of Missouri
TEB	Transitional Employment Benefits
TEGL	Training and Employment Guidance Letter
TRA	Trade Readjustment Assistance
TRE	Transportation Related Expense
UI	Unemployment Insurance
USDOL	United States Department of Labor
USERRA	Uniformed Serviced Employment and Reemployment Rights Act
VA	United States Department of Veteran Affairs
VR	Vocational Rehabilitation

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ACRONYMS	
WICL	Worker Initiated Closing
WIA	Workforce Investment Act
WIB	Workforce Investment Board
WOTC	Work Opportunity Tax Credit
WARN	Worker Adjustment and Retraining Notification
WRE	Work Related Expense
WPA	Wagner Peyser Act
WPR	Work Participation Rate
WVP	Work Verification Plan
YTD	Year to Date

The above listing of acronyms is allowable to be included in Toolbox 2.0 Case Notes. Generally, acronyms are not appropriate in case notes; however, some acronyms are easily understood by everyone reading the case notes.